

## Importing publications from a file

If you have a list of publication references in a RIS or BibTex format, you can import these directly to the UWA Profiles and Research Repository.

*These instructions describe the process of logging into the UWA Profiles and Research Repository and demonstrate how you can import publication details with a RIS or BibTex file.*

### Login to start:

1. Go to the [UWA Profiles and Research Repository](#)
2. Click on **login to the UWA Profiles and Research Repository here.**
3. Log in with your UWA Office365 login details.  
staffnumber@uwa.edu.au and Pheme password, or  
studentnumber@uwa.edu.au and Pheme password

### Welcome to the UWA Profiles and Research Repository

The UWA Profiles and Research Repository is an open platform where you can discover UWA staff, find information about their research, teaching, grants, and activities, and access their research outputs.

UWA Staff and HDR students can [log in to the UWA Profiles and Research Repository here](#).

For further assistance please contact [staffsupport-lib@uwa.edu.au](mailto:staffsupport-lib@uwa.edu.au) (for staff) and [hdrsupport-lib@uwa.edu.au](mailto:hdrsupport-lib@uwa.edu.au) (for students)

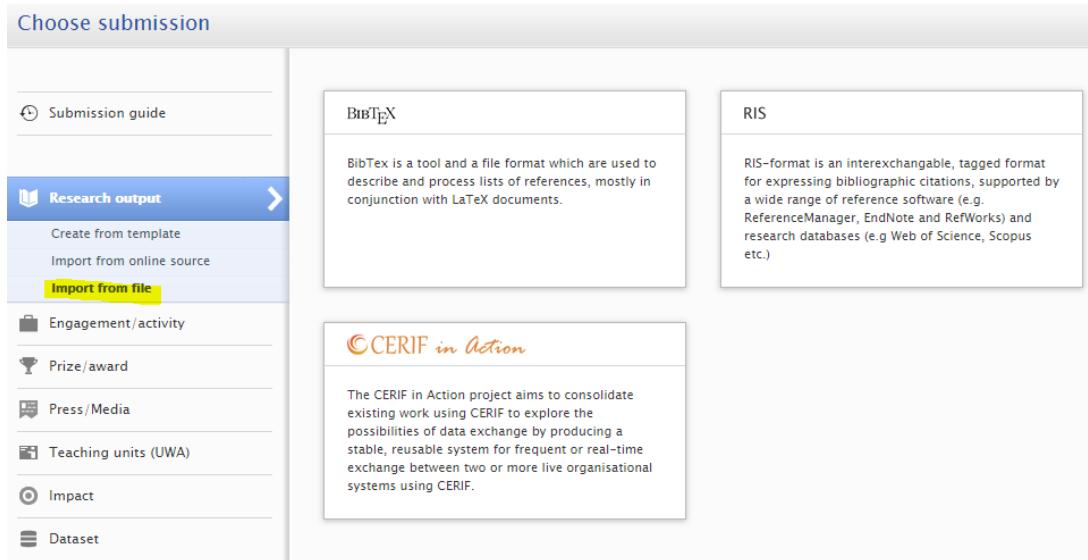


1. Once logged in, click the green **Add content** button.



+ Add content

2. Select **Research output**, then **Import from file**.



**Choose submission**

**Research output**

- Import from file
- BibTeX
- RIS

**CERIF in Action**

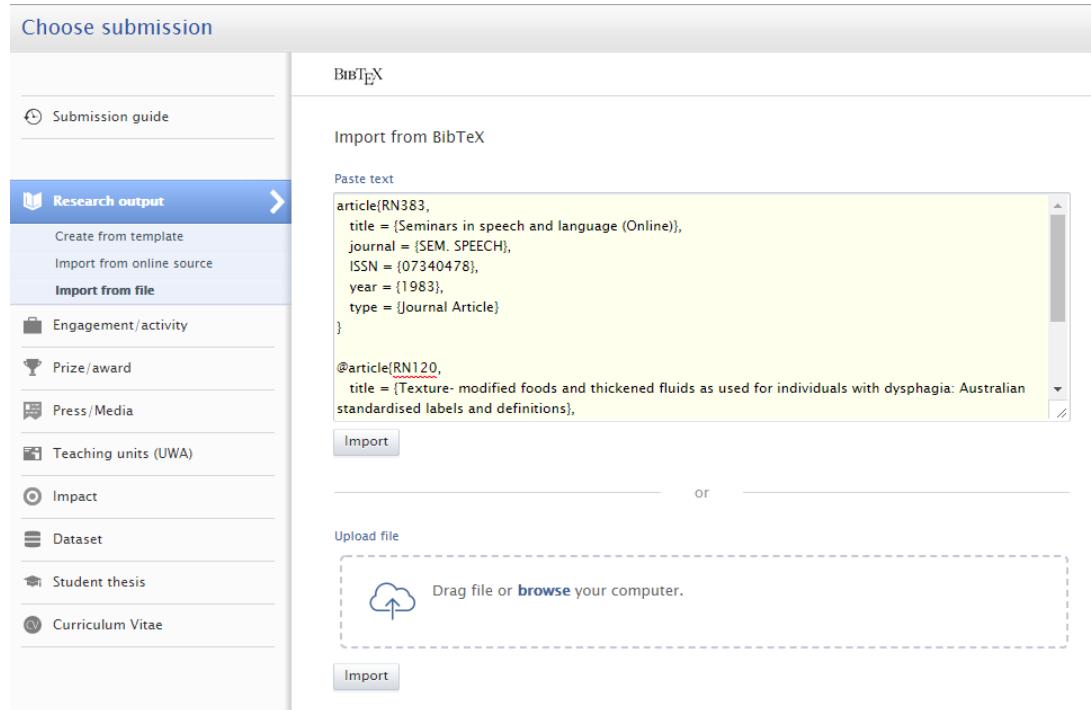
3. Select the file format from the options available (i.e. BibTex, RIS or CERIF).

4. Import the publication details in either one of the following ways:

- Option one: Pasting the text; OR
- Option two: Uploading the file from your computer

## Option One: Pasting the text

- Copy and paste the text from the file into the **Paste text** field.



Choose submission

BIBTeX

Submission guide

**Research output**

- Create from template
- Import from online source
- Import from file**
- Engagement/activity
- Prize/award
- Press/Media
- Teaching units (UWA)
- Impact
- Dataset
- Student thesis
- Curriculum Vitae

Import from BibTeX

Paste text

```
article{RN383,
  title = {Seminars in speech and language (Online)},
  journal = {SEM. SPEECH},
  ISSN = {07340478},
  year = {1983},
  type = {Journal Article}
}

@article{RN120,
  title = {Texture- modified foods and thickened fluids as used for individuals with dysphagia: Australian standardised labels and definitions},
}
```

Import

or

Upload file

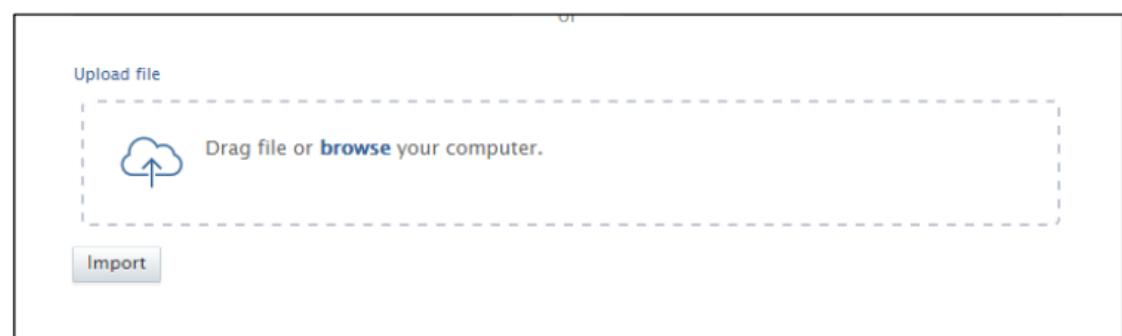
Drag file or [browse](#) your computer.

Import

- Click **Import**. A list of publication details within the pasted text will appear in the search results. Proceed to step 5.

## Option Two: Uploading the file

- Click **Drag file or browse your computer** to upload the file from your computer.



Upload file

Drag file or [browse](#) your computer.

Import

- Locate the file from your computer and click **Open**.
- A list of publication details contained in the file will display in the search results.

- For each publication record in the search results, click the **Import** button (or **Remove** button if there is a notification alerting you that it is a potential duplicate. You may need to double check that it is, in fact a duplicate before removing the record from the list).

## Seminars in speech and language (Online)

1983. SEM. SPEECH

Article

 Import

Remove

## Texture- modified foods and thickened fluids as used for individuals with dysphagia: Australian standardised labels and definitions

2007, vol. 64, p. S53-S76. Nutrition & Dietetics DOI.

Article

 Import

Remove

6. Check that the Author and affiliation details are correct (you can also edit this information in the next step). Click **Import & Review** at the bottom of the page.
7. Check that all mandatory fields marked with a red asterisk are complete. The **Managing organisational unit** will automatically populate with your current UWA affiliation. If the affiliation is not automatically populated, you can manually add it by typing your current UWA affiliation and selecting it from the drop-down list.

Publication managed by 

Managing organisational unit \*

 UWA Medical Sch 

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Organisational unit	Role	Actions
<b>UWA Medical School</b>	Health and Medical Sciences	Organisational unit: School
<b>UWA Centre for Medical Research</b>	Deputy Vice-Chancellor (Research)	Organisational unit: Centre
<b>Rural Clinical School</b>		

8. Click the **Save** button at the bottom of the record.

**Remember:** When updating fields in your profile, the **Create or Update** button will apply your changes, but you will still need to press the blue **Save** button to retain any changes (this is always located at the bottom of the record window).

 Save